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## 2017 – 2018 POLICIES

### REGISTRATION

Youth registration is open to New Providence residents. Youth classes will open to out-of-town children two weeks prior to the start of a season. Out-of-town youth AND adult registrations are subject to an additional \$20.00 per class.

Registration is on a first-come/first-served basis. Wait lists are maintained at no cost to the registrant by the CommunityPass™ Online Registration system. Any class that does not have sufficient enrollment may be cancelled with a full refund given.

Make-up classes are offered only when classes are cancelled by NP Recreation for inclement weather or other emergencies.

### REFUNDS

**All refunds, check or credit, are subject to a \$10.00 processing fee per program.** Refund checks may take up to 5-6 weeks for processing. Credit will be applied to the registrant's CommunityPass (online registration) account. *Fees cannot be refunded to credit card accounts.*

The \$10.00 processing fee is waived when the class/program is cancelled by New Providence Recreation.

### PROGRAMS

- **Withdrawals must be requested via the Recreation Department within two (2) days after the first session of a class.** Please note the special refund policies for Preschool-Kindergarten classes and out-sourced programs as stated below.
- **PRESCHOOL-KINDERGARTEN CLASSES:** Withdrawals must be requested via the Recreation Department **within two (2) days after the second session.** No refunds will be given once the third session of a class/program has occurred.
- **OUT-SOURCED PROGRAMS:** Refunds are based on vendor policy. Contact Recreation Dept for details.

### TEAM SPORTS LEAGUES

- All leagues EXCEPT Basketball Fundamentals:
  - A **\$20.00 late fee** will be charged after the registration deadline for all leagues EXCEPT Basketball Fundamentals (see below)
  - **No refunds will be given once team rosters are announced.** Advance notice will be given regarding the publication date of team rosters.
- Basketball Fundamentals (Grades 1 & 2):
  - A **\$10 late fee** will be charged after registration deadline
  - **No refunds after 2<sup>nd</sup> Saturday session.**

### SUMMER CLASSES/PROGRAMS

- **Withdrawals must be requested at least two business days before a class/program begins (except where noted below). **No refunds after the start date of a program.** Please note special refund policies for Camp Lincoln, Summer Enrichment Academy (S.E.A.), and Teen Venture Camp, as stated below.**
- **CAMP LINCOLN & S.E.A.: No refunds after June 1.**
- **TEEN VENTURE CAMP: No refunds after May 1.**
- If a participant wishes to withdraw after the deadlines noted above and a replacement is found, the withdrawing participant will receive a refund less the \$10.00 processing fee per program.

### FINANCIAL ASSISTANCE

New Providence residents will not be denied participation in a NP Recreation program because of inability to pay the registration fee. In order to qualify for assistance, participants must provide a copy of their approved "free" or "reduced" school lunch letter which is issued by the New Providence Board of Education (908-464-9050).